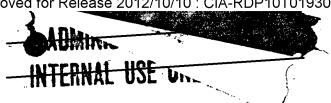
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30 November 1976

MEMORANDUM FOR:

Records Center

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FROM

C/PB/P&PD

SUBJECT

Photographic File Material

- 1. This represents the initial shipment of photographic file material, as prepared from the extensive files that we inherited many months ago. It is forwarded to you on the basis of its apparent inactivity, as there have been no requests for material of this type.
- 2. Box #1 containes an alphabetical negative file of Agency employees photographed while in receipt of awards, during the years 1962 through 1972. "Awards" include suggestion awards, medal presentations, service and retirement acknowledgements. In this alphabetical file, the recipient is identified by name and, in some cases, the person presenting the award. There are an estimated 2,000 presentations in this box and more than 6,000 negatives.
- 3. Box #2 containes a considerable collection of more awards ceremonies. In this case, there is no identification of the award recipient; only the component presenting or the occasion is identified (and sometimes dated). I cannot envision any practical method of retrieval for this file since th there has been no demand for this subject matter. It may be that this entire collection is worthless since rarely are employee names associated with it.
- 4. Beginning in 1973 we returned awards ceremony negatives to the individual requesting this type of photography// Hence, historical records of awards cease at the end of 1972.
- 5. Other materials will follow as a result of our more active attempt to bring this file under control. It is anticipated that no more than six boxes of archival material will result from this housecleaning.

ADMINISTRATIVE
INTERNAL USE ONLY

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